

Entire Connection User Manual

Version 2.2
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FAMIS Services
The Texas A&M University System

Introduction

ENTIRE CONNECTION for Windows is used by the Texas A&M University System (TAMUS) to provide report printing and downloading capabilities from on-line Natural applications, such as the Financial Accounting Management Information System (FAMIS). ENTIRE CONNECTION offers users the following features:

Data Download / Print

Using ENTIRE CONNECTION, the user can download and print financial information from FAMIS.

3270 Terminal Emulation

The emulation features of ENTIRE CONNECTION may be used to access any application that uses the IBM 3270 method for screen display. Therefore this product could be used to access TAMU Resources such as FAMIS, SIMS, NOTIS, or ACCESS. However, only the connection to FAMIS will be covered in this manual.

Why Entire Connection?

ENTIRE CONNECTION has been chosen because of its capability to work the NATURAL, the programming language used to write FAMIS and because it uses NATURAL security.

For purchase and additional information, contact:

Software Evaluation and Licensing Library (SELL)

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Basic Concepts – Entire Connection

Entire Connection is a microcomputer product of Software AG that provides report printing and downloading capabilities from FAMIS.

While Entire Connection has many features, it is not the primary choice for terminal emulation when using FAMIS. Hummingbird (a separate product available from the CIS at TAMU) is the software of choice for frequent use of FAMIS. Entire Connection is offered as an adjunct product as it does report printing to a local printer and downloads data more effectively.

To give the complete picture, most FAMIS users logon to FAMIS using Hummingbird for terminal emulation. A select number of users will also want to have Entire Connection to augment the times that downloads and printing to a local printer is required.

Features of Entire Connection include:

- 3270 Terminal Emulation to use FAMIS screens

- Data Download/Print from designated FAMIS screens.

This manual details the FAMIS screens that are coded with the ability to download and/or print data from FAMIS using Entire Connection.

Section II

Moving Around Entire Connection

Quit Entire Connection

To close your TPX / FAMIS Session, you should:

1. Choose **Session** from the ENTIRE CONNECTION menu bar.
2. Choose **Close**.

To exit from Entire Connection, you should:

1. Choose **Session** from the ENTIRE CONNECTION menu bar.
2. Choose **Exit**.

Section III

FAMIS

Entire Connection Menus / Screens

Entire Connection Screens by Menu

ENTIRE CONNECTION functionality is available in the FAMIS modules of FRS, SPR, and FFX. All FAMIS screens with Entire Connection functionality perform similarly. There may be different pop-up windows depending on the data that you are asking to print or download.

FRS

In FRS, the Main Menu directs you to two ENTIRE CONNECTION menus.

Menu 001 - FRS Main Menu

```
001 FRS Main Menu                                06/13/08 14:59
                                                FY 2008 CC 02

Screen: ____ Account: _____ FAMIS APPLICATION

      Active Processing Month: 6 June

* ---- Financial Accounting ---- *
M01 Account Information
M02 FA Transactions
M03 Inquiry - Dollar Information
M05 Support Accounting
M07 Departmental Planning Budgets
M08 Entire Connection Download
M09 Entire Connection Print
M12 Departmental Budget Requests

* ----- Accounts Payable ----- *
M10 Accounts Payable System Menu
M21 Vendor Information Menu

* ----- Accounts Receivable ---- *
M61 Accounts Receivable

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Pers SOR

* ----- Purchasing ----- *
M20 Purchasing System Menu
* ---- Routing and Approval ---- *
M90 Routing and Approval Menu
* ----- Payroll ----- *
M70 Payroll System Menu
* ----- Other Menus ----- *
M58 Budget Preparation Module
B01 Bulletin Board News Menu
S01 FA/AP System Tables
S02 Miscellaneous Tables
S03 Miscellaneous Tables Continued
AFR Annual Financial Reporting
FFX Fixed Assets Module
GCP General Construction Projects
SPR Sponsored Research Module
```

Menu M08 displays the screens that provide **DOWNLOAD** capabilities. On each of the screens listed below you will find a PF key to use to initiate the download.

Menu M08 - Entire Connection Download

```
M08 Entire Connection Download                    06/13/08 15:00
                                                FY 2008 CC 02

Screen: ____

*-----* Accounts *-----*
029 Account Search
068 Support Account Search
018 GL 6 Digit List
019 SL 6 Digit List W Category Totals
069 SA 11 Digit List W Category Total

*-----* Transactions *-----*
023 Trans Inquiry by Account
046 Trans for Month By Refer.
047 Trans Inquiry on Reference
048 Trans Inquiry Acct/Sbcd/Mon
063 Trans Inquiry by SA
080 Inquiry by Subcode
081 Detail Trans by Subcode

*-----* Batch *-----*
027 FA Trans Inquiry by Batch
127 AP Trans Inquiry by Batch
627 AR Trans Inquiry by Batch

*-----* Flags *-----*
805 Maintain GL Control Description
806 Maintain SL Subcode Description
860 Department Table Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
```

Entire Connection Screens by Menu (cont'd)

Menu M09 displays screens that can be used to **PRINT** the desired data. On each of the screens listed below you will find a PF key to use to initiate the download.

Menu M09 - Entire Connection Print

M09 Entire Connection Print	06/13/08 15:00 FY 2008 CC 02
Screen: ____	
----- Account Statements *-----* *-----* Purchasing *-----*	
018 GL 6 Digit List	276 Document Inquiry w/Paid Amounts
049 Detail Acct Statement - Month	278 Document Inquiry
079 SA Detail Acct Statement - Month	
----- Profiles *-----*	
721 SL Summ by Target Budget	
722 SL Summ by User Defined Categ.	
731 SA Summ by Target Budget	
732 SA Summ by User Defined Categ.	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHelp	

SPR

In SPR, there is one ENTIRE CONNECTION menu noted on the Main Menu

Menu 001 – SPR Main Menu Screen

001 SPR Main Menu Screen	06/13/08 15:00 FY 2008 CC 02
Screen: ____	
M01 Sponsor and Researcher Menu	S01 SPR System Table Menu
M02 Proposal Maintenance Menu	S02 Batch Submission Menu
M03 Proposal Inquiry Menu	
M06 Entire Connection Download/Print	
M10 Project / Proposal Transfer Menu	AFR Annual Financial Reporting
M11 Project Maintenance Menu	FFX Fixed Assets Module
M12 Project Inquiry Menu	FRS Financial Records System
M13 Cost Sharing Menu	GCP General Construction Projects
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHelp Next Pers SOR	

Entire Connection Screens by Menu (cont'd)

In SPR, **Menu M06** lists the screens that can be used to either **download** or **print** data pertaining to research activity. On each of the screens listed below you will find a PF key to use to initiate the download or print function.

Menu M06 - Entire Connection Download/Print

M06 Entire Connection Download/Print		06/13/08 15:01
		FY 2008 CC 02
Screen: ____		
----- DOWNLOAD *-----* *-----* PRINT *-----*		
*** Projects/Proposals ***		
011 Proposal General Information	161 Project Summ By Target Budget	
	162 Project Summ By Defined Cat.	
*** Tables ***		
804 Federal Domestic Assistance		
860 Department Table Maintenance		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Next		

FFX

In FFX, there is one ENTIRE CONNECTION menu noted on the Main Menu

Menu 001 – Fixed Assets Main Menu

001 Fixed Assets Main Menu		06/13/08 15:01
		FY 2008 CC 02
Screen: ____ Asset: _____ Component: ____ Seq: _____		
FAMIS FFX MODULE		
Active Processing Month: 6 June		
M51 Fixed Assets Menu		
M52 Asset Transactions Menu		
M53 FFX Inquiry Menu		
M55 Entire Connection Download/Print		
S01 Table Menu		
AFR Annual Financial Reporting		
FRS Financial Records System		
GCP General Construction Projects		
SPR Sponsored Research Module		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Pers SOR		

Entire Connection Screens by Menu (cont'd)

In FFX, **Menu M55** lists the screens that can be used to either download or print data pertaining to inventory activity. On each of the screens listed below you will find a PF key to use to initiate the download.

Menu M55 - Entire Connection Download

M55 Entire Connection Download	06/13/08 15:02
	FY 2008 CC 02
Screen: ____	
----- Download *-----*	
*** Assets ***	
532 Asset Search By Dept & Class Cd	M51 FFX Add/Update Menu
534 Asset Search By Department	M52 FFX Transaction Menu
547 Sequence Search by Purch Acct	M53 FFX Inquiry Menu
581 Class Table Display	
582 Capitalization Rules Display	
583 Acq/Disp Method Controls Disp.	
584 Inflation Codes Display	
585 Depreciation Rules Display	
*** Tables ***	
537 Asset Search by Attribute	
860 Department Table Maintenance	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHelp	

Entire Connection Screens List

Download Screens

Accounts (FRS)

029	Account Search
068	Support Account Search
018	GL 6 Digit List
019	SL 6 Digit List W Category Totals
069	SA 11 Digit List W Category Total

Assets (FFX)

532	Asset Search By Dept & Class Cd
534	Asset Search By Department
547	Sequence Search by Purch Acct
581	Class Table Display
582	Capitalization Rules Display
583	Acq/Disp Method Controls Disp.
584	Inflation Codes Display
585	Depreciation Rules Display

Batch (FRS)

027	FA Trans Inquiry by Batch
127	AP Trans Inquiry by Batch
627	AR Trans Inquiry by Batch

Flags (FRS)

805	Maintain GL Control Description
806	Maintain SL Subcode Description
860	Department Table Maintenance

Projects/Proposals (SPR)

011	Proposal General Information
-----	------------------------------

Tables (FFX)

537	Asset Search by Attribute
860	Department Table Maintenance

Tables (SPR)

804	Federal Domestic Assistance
860	Department Table Maintenance

Entire Connection Screens List (cont'd)

Transactions (FRS)

023 Trans Inquiry by Account
046 Trans for Month By Refer.
047 Trans Inquiry on Reference
048 Trans Inquiry Acct/Sbcd/Mon
063 Trans Inquiry by SA
080 Inquiry by Subcode
081 Detail Trans by Subcode

Transactions (FFX)

537 Asset Search by Attribute
860 Department Table Maintenance

Print Screens

Account Statements (FRS)

018 GL 6 Digit List
049 Detail Acct Statement - Month
079 SA Detail Acct Statement - Month

Profiles (FRS)

721 SL Summ by Target Budget
722 SL Summ by User Defined Categ.
731 SA Summ by Target Budget
732 SA Summ by User Defined Categ.

Profiles (SPR)

161 Project Summ By Target Budget
162 Project Summ By Defined Cat.

Purchasing (FRS)

276 Document Inquiry w/ Paid Amounts
278 Document Inquiry

Download Screen Information

All FAMIS screens with Entire Connection functionality perform similarly. You can see which screens are available with download in the Menu/Screen section of this manual.

For each available download, there may be different pop-up windows that display depending on the type of data that you are asking to download. A couple of examples will illustrate.

Screen 29 in FRS – Account Search

Screen 29 (Account Search) is the first screen in FRS listed on the Entire Connection download menu (M08). Note that PF9 is labeled with “Dload” which means you use that key for Entire Connection downloads. The PF9 key on the screen is the F9 key on most keyboards.

FRS Screen 29 – Account Search

029 Account Search		02/05/08 13:31	
		FY 2008 CC AM	
Screen: _____ Account: _____		Title Search: _____	
Dept/SDept Search: _____		Resp Person Search: _____	
		Include Deleted Accts: N	
Sel	Description	Account Dept	SDept Responsible Person
-	TAMU TRAINING BANK	B00001	
-	FAB LOCAL FUNDS - DEMAND	B00060	
-	TAMU INVESTMENT - MONEY MARKET	B00401	
-	TAMU - CONCENTRATION ACCOUNT	B00601	
-	FEDERAL FUNDS-NSF LETTER OF CREDIT	B01006	
-	LOCAL FUNDS DEMAND	B01060	
-	TAMU DIRECT DEPOSIT 56 LOCAL FUNDS	B01065	
-	CCA-GRAPHIC ART SERVICES	B01100	
-	CCA-VETERINARY CONTINUING EDUCATION	B01101	
-	CCA-TAMU PRESS	B01102	
-	CCA-ATHLETIC TICKET OFFICE	B01103	
-	CCA-KAMU TV	B01104	
-	CCA-GOLF COURSE	B01105	
-	CCA-PARKING PERMITS	B01106	
*** Press ENTER To View More Accounts			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---		PF9---	PF10--PF11--PF12---
Hmenu Help EHelp		Dload	Left Right

Each screen listed on the Entire Connection menus displays the PF9 key to indicate the download or print capability.

Download Screen Information (cont'd)

Warning Screen Displays

When you press the PF9 key to activate a download or print, a pop-up window displays letting you know that you must be logged in using Entire Connection for the functionality to work properly. If you are logged in using Entire Connection, press <Enter> otherwise press PF4 to cancel the action.

Example from Screen 29 in FRS – Account Search

This feature is only available with Entire Connection. If you are not currently running Entire Connection, press PF4 to cancel this request or press (Enter) to continue.

PF4 to Cancel

Press (Enter) to continue

Pop-up Windows for Criteria

Each FAMIS screen contains different data to be printed or downloaded, so each may have a different pop-up window that allows you to enter the criteria that you need.

In this example using Screen 29, the pop-up window allows you to enter a range of accounts. You will notice that the maximum for this download is 1000 accounts, so you may need to give various ranges to get the complete set of data you wish to retrieve.

Example from Screen 29 in FRS – Account Search

Enter a range of accounts to process or use the default values that are shown. Maximum range is now set for 1000 accounts. Press PF4 to cancel this request or press (Enter) to continue.

From Account: _____

To Account: _____

PF4 to Cancel

Press (Enter) to continue

In this example, the desired account range contains 163 records. This window calculates the number of records and displays the total for you. To proceed, press the <Enter> key or to press the PF4 key to cancel.

```
+-----+  
|       |  
|       |  
| With the current parameters you have set you |  
| will try to download 163 records.           |  
| To cancel this request press PF4 or press   |  
| (Enter) to continue.                        |  
|       |  
|               PF4 to Cancel                  |  
|               Press (Enter) to continue      |  
|       |  
+-----+
```

046 Transactions for a Month by Reference Number 2 or 4							02/05/08 10:49		
SHUTTLE BUS OPERATIONS							FY 2008 CC AM		
Screen: ____		Account: 300920		Month: 1_		Search On Ref: 2		Ref Nbr: ____	
Display Ref: 2 Bank Option: N									
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
5511	061	W700208	12/01	MAINTENANCE	55,188.48		FITR01	270620	0496
5511	061	W700208	12/01	VEHICLE DETAILING	130.00		FITR01	270620	5511
5840	061	W700208	12/01	PERM VEHICLE RENTA	5,175.00		FITR01	270620	0435
4030	061	W700208	12/01	TSC FUEL	91,591.82		FITR01	270620	0499
5840	061	W700209	12/01	DAILY VEHICLE RENT	1,416.00		FITR01	270620	0435
5511	061	W700209	12/01	MAINTENANCE	13,757.75		FITR01	270620	0496
5511	061	W700209	12/01	VEHICLE DETAILING	10.00		FITR01	270620	5511
4030	061	W700209	12/01	TSC FUEL	10,391.59		FITR01	270620	0499
5511	061	W701171	01/01	VEHICLE DETAILING	120.00		FITR01	270620	5511
5511	061	W701171	01/01	MAINTENANCE	46,708.72		FITR01	270620	0496
4030	061	W701171	01/01	TSC FUEL	46,129.67		FITR01	270620	0499
5840	061	W701171	01/01	PERM VEHICLE RENTA	5,175.00		FITR01	270620	0435
5840	061	W701172	01/01	DAILY VEHICLE RENT	60.00		FITR01	270620	0435
5511	061	W701172	01/01	MAINTENANCE	3,625.49		FITR01	270620	0496
* Continued *									
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help		EHelp		View		DLoad Left		Right	

- Advance to one of the download account transactions screens.
- Enter valid data in the Action Line and press <ENTER> to display the data.
- Press PF9 to initiate the download process, and press <ENTER>.

- ## Download Process

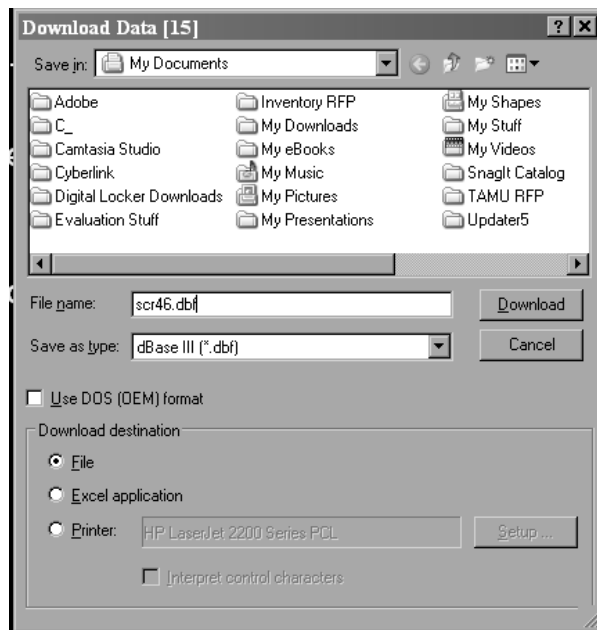
When the Download Data pop up window displays, you enter the information about where to save the downloaded data. You need to specify a path and file name where you would like the download file to be located.

1. In the **Save In:** find and choose the folder/directory where the file is to be saved.
2. Type the name you want for the download file in the **File Name:** box.
3. Select a file type from the **Save as Type:** drop down box.
4. Click on **Download** button to begin the download.

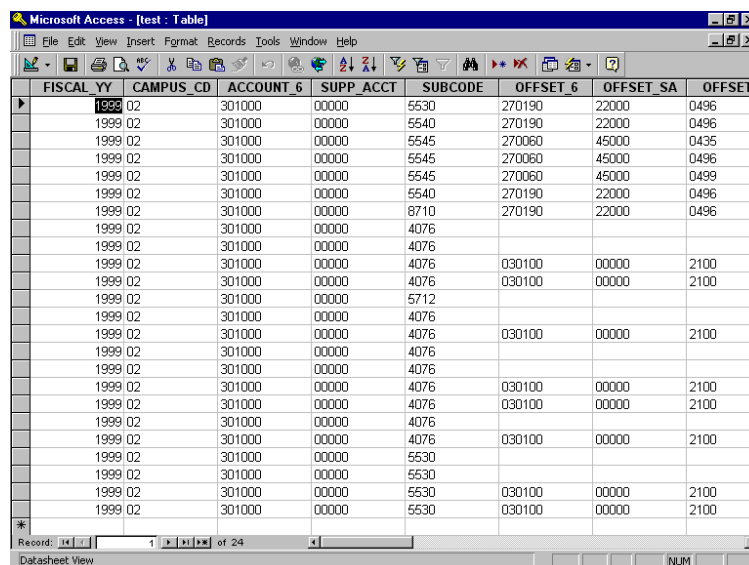
Common File Types – (DBF) and (XLS)

Selecting the **.DBF format is recommended** if you want to keep the column headings for your downloaded data. This file type includes the titles. Then if you want the titles in an Excel spreadsheet, then import the database file into Excel. If the spreadsheet format is chosen, the data is downloaded without the column headings.

(DBF) Database File Download:



Example of data downloaded into a .DBF format and imported into Microsoft Access:

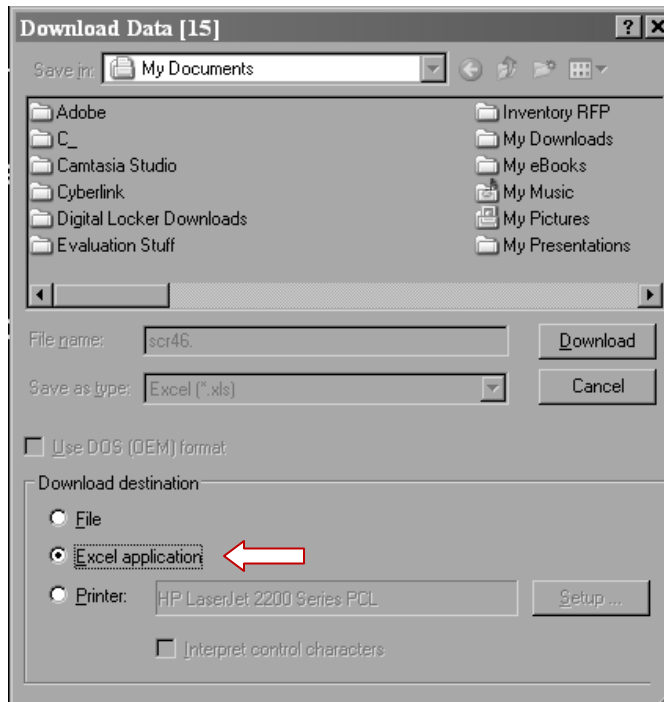


FISCAL_YR	CAMPUS_CD	ACCOUNT_6	SUPP_ACCT	SUBCODE	OFFSET_6	OFFSET_SA	OFFSET
1999	02	301000	00000	5530	270190	22000	0496
1999	02	301000	00000	5540	270190	22000	0496
1999	02	301000	00000	5545	270060	45000	0435
1999	02	301000	00000	5545	270060	45000	0496
1999	02	301000	00000	5545	270060	45000	0499
1999	02	301000	00000	5540	270190	22000	0496
1999	02	301000	00000	8710	270190	22000	0496
1999	02	301000	00000	4076			
1999	02	301000	00000	4076			
1999	02	301000	00000	4076	030100	00000	2100
1999	02	301000	00000	4076	030100	00000	2100
1999	02	301000	00000	5712			
1999	02	301000	00000	4076			
1999	02	301000	00000	4076	030100	00000	2100
1999	02	301000	00000	4076			
1999	02	301000	00000	4076	030100	00000	2100
1999	02	301000	00000	4076	030100	00000	2100
1999	02	301000	00000	4076	030100	00000	2100
1999	02	301000	00000	5530			
1999	02	301000	00000	5530			
1999	02	301000	00000	5530	030100	00000	2100
1999	02	301000	00000	5530	030100	00000	2100

Download Screen Information (cont'd)

Excel File Download:

Note the bullet “Excel application” - by choosing this bullet, the download process opens Excel and displays the data in the application.



Excel opens and places the data in the spreadsheet. You can then manipulate it and save it as you normally use Excel.

The .NCF File

Each download creates two files: the one you name with the extension (.dbf or .xls) and an .NCF file. The .NCF file is created in the same directory as your downloaded data file. For example, if you download **screen29.dbf**, ENTIRE CONNECTION will create **screen29.ncf** describing the download.

The .NCF file contains information about the download procedures, including the name of the file download file, the date and time of the download, and the download status. The following shows a partial example of an .NCF file:

```
File name: C:\MYDOCU~1\DOWNLOAD\TEST.DBF
Status : Terminated Successfully
Start : 06/24/99 16:19:35
End : 06/24/99 16:19:37
Records : 24
Userid : XXX999
Library : IAFRS
Program : FNSPDNTR
Buffers : 3
Globals : ,.=
Format : N04.0A02A06A05A04A06A05A04A06N08.0A03A23R07A07A05A02A0BR03P0B.2
Names :
    DOWNLOAD-FILE.FISCAL_YY
    DOWNLOAD-FILE.CAMPUS_CD
    DOWNLOAD-FILE.ACCOUNT_6
```

Basic information about the download

Column headings in column order

Download Field Descriptions

Using Screen 23 as an example of data downloaded through ENTIRE CONNECTION, the following shows a list of fields created using the .DBF file format.

As you can see, the column headers on the download file closely match the field names on the screen. So if you see a column header that you don't recognize, check the screen that is the origin of the data. You should be able to match the field and header.

Selecting this format type will create the titles shown in the column on the right. For example:

Fiscal Year:	4 digits Indicates the <u>fiscal year of the selected transaction</u> .	FISCAL_YY
Campus Code:	2 digits Identifies the <u>TAMUS member</u> that owns the account.	CAMPUS_CD
Account:	6 digits Identifies the <u>account number</u> .	ACCOUNT_6
Support Account:	5 digits Identifies the <u>Support Account number</u> selected.	SUPP_ACCT

Download Screen Information (cont'd)

Subcode:	4 digits If the account downloaded is a GL account, this field will contain the <u>GL Account Control</u> . If the account is an SL account, this field will contain the revenue or expense <u>Object Code</u> .	SUBCODE
6-Digit Offset Account:	6 digits Identifies the <u>offsetting account</u> for direct double-sided transactions.	OFFSET_6
Offset Support Account:	5 digits Identifies the <u>offsetting support account</u> for direct double-sided transactions.	OFFSET_SA
Offset Subcode:	4 digits Identifies the <u>offsetting subcode</u> for direct double-sided transactions.	OFFSET_4
Batch Reference:	6 characters/digits Identifies the <u>batch reference</u> used to enter the transaction.	BATCH_REF
Batch Date:	8 digits (yyyymmdd) Identifies the <u>date the batch was processed</u> . This is the official accounting effective date.	BATCH_DT
Transaction Code:	3 digits Specifies <u>code for transaction</u> as budget, receipt, disbursement, or encumbrance. For example: 02 = Budget Transactions 03 = Receipts 04 = Disbursements 06 = Journal Entries	TRANS_CODE
Transaction Description:	35 characters Detailed <u>description for the transaction</u> .	TRANS_DESC
Reference 1:	7 characters/digits <u>System defined reference number</u> used primarily to reference an encumbrance. Examples include: Purchase Order numbers and salary encumbrances.	REF_1
Reference 2:	7 characters/digits <u>System defined reference number</u> . Refers to the originating document. Examples include: Voucher Number.	REF_2
Reference 3:	7 characters/digits <u>System defined reference number</u> . Usually blank.	REF_3

Download Screen Information (cont'd)

Reference 4:	7 characters/digits <u>User defined reference number</u> (usually the departmental reference number).	REF_4
Cost Reference 1:	7 characters/digits <u>User defined reference number.</u>	COST_REF_1
Cost Reference 2:	7 characters/digits <u>User defined reference number.</u>	COST_REF_2
Cost Reference 3:	7 characters/digits <u>User defined reference number.</u>	COST_REF_3
Bank Number:	5 digits Identifies the <u>bank</u> used on the transaction.	BANK_NBR
Processing Month:	2 digits Shows the <u>month</u> of the fiscal year in which the <u>transaction was processed</u> . For example: September = 01, January = 05.	PROCESS_MM
Vendor ID:	11 digits Identifies the <u>vendor</u> associated with the transaction.	VENDOR_ID
Budget Amount:	13 digits (11 digits + 2 decimal places) The <u>amount this transaction changes the budget</u> for the account.	BUDGET
Actual Amount:	13 digits (11 digits + 2 decimal places) The <u>actual amount</u> this transaction changed revenue (object codes <1000) or expense (object codes >1000).	ACTUAL
Encumbrance Amount:	13 digits (11 digits + 2 decimal places) The <u>amount</u> this transaction changed the currently <u>encumbered</u> amount for this account.	ENCUMB

Print Screen Information

Screen information can also be printed on your local printer using ENTIRE CONNECTION. Screens on Menu M09 provide print capability using ENTIRE CONNECTION. Note that while logged into FAMIS through ENTIRE CONNECTION, you may not use “print screen” button on your keyboard.

The PF9 key (on most keyboards) has been designated as the key to use for Entire Connection Print capability.

In the following example, Screen 49 is used to display the transactions posted against a Subsidiary Ledger (SL) account in any given month.

Screen 49 - Detail Account Statement for a Month

49 Detail Account Statement For A Month					02/15/08 09:22
IMAGE ANALYSIS SERVICE CENTER					FY 2008 CC 02
Screen: ____	Account: 271060	Month: 9_	Ref: 4	Rev/Exp: E	Page: 1_ Of 2
Date	Description	Ref 4	Budget	Sales or Expenses	Encumbrances
09/01	Balance Forward				
09/01	OPER & MAINT		70,000.00		
09/24	Transportation Serv			50.00	
09/24	SPECTRA-PHYSICS LAS 11025				9,500.00-
09/01	CARL ZEISS MICROIMA 17999				19,350.00
09/24	CARL ZEISS MICROIMA 17999				19,350.00-
09/01	PRAXAIR-Liquid nitr 3366149			64.81-	
09/01	PRAXAIR-Liquid Nitr 3366149			64.81-	
09/01	IVG*INV-Dye for Ima 0733898			692.00-	
09/01	EMD CHE-nonhazardou 0733898			131.00-	
09/26	PRAXAIR-Liquid nitr 3366149			64.81	
09/26	PRAXAIR-Liquid Nitr 3366149			64.81	
09/26	IVG*INV-Dye for Ima 0733898			692.00	
* Continued on next page *					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHlp Bkwd Fwrd Print Left Right					

The account statement is either a revenue or expense statement, depending on the value of the Rev/Exp: flag. To get both revenue and expense statements, enter “R” or “E” and print once for each type.

Basic Steps

- Advance to Screen 49.
- Enter a valid account number and press <ENTER> to display account information.
- To properly print the data, you may need to make selections:
 - Select the printer to be used for printing the report.
 - Paper orientation should be LANDSCAPE.
 - Select a fixed pitch font such as LINE PRINTER or COURIER NEW and 8 points or smaller to accommodate 132 characters across the width of the page.
- Press PF9 to print.
- Type ‘X’ beside your choice for the report (Detail, Summary or Open Commitment) and press <ENTER>.

Screen 49 - Account Statement with Print - Pop-Up Window

```
+-----+
!                                     !
!   This feature is only available with Entire Connection. If you are not currently running !
!   Entire Connection, press PF12 to cancel the request.                               !
!                                     !
!   Select Report(s) to DownLoad with an 'X'                                         !
!                                     !
!       Detail _                                                                !
!       Summary _                                                                !
!       Open Commitment _                                                         !
!                                     !
!                                     PF12 to Cancel                                !
!                                     !
+-----+
```

The requested data will print to the printer.

Printer Setup

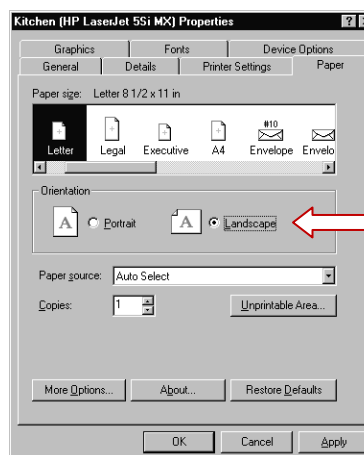
Before using ENTIRE CONNECTION to print account information from FAMIS screens, certain settings must be made to print the data properly on your printer. These selections need to accommodate printing 132 characters across the width of the page.

Print Manager or Printer Settings

For assistance with your printer settings, contact your computer administrator.

These items may or may not be helpful to the current set up.

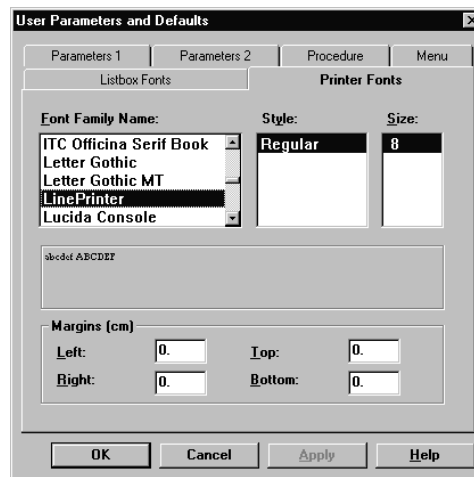
1. Following the directions for your particular printer and computer's operating system, select LANDSCAPE orientation:



Print Screen Information (cont'd)

After you have printed the selected report(s), don't forget to change your printer's orientation back to PORTRAIT orientation after you exit ENTIRE CONNECTION.

2. Make sure a fixed pitch font has been selected before printing the report.
 - Select Profiler from the ENTIRE CONNECTION menu bar.
 - Click on User
 - Select the User ID for your ENTIRE CONNECTION session and click on Modify
 - Select the Printer Fonts tab and select either LinePrinter or Courier New and make sure the size is 8 points or smaller. Click on OK to save these settings.



Section IV

Purchase and Installation Notes

Hardware/Software Requirements

ENTIRE CONNECTION is a product of Software AG. The Texas A&M University System has established a license agreement with Software AG of North America, Inc. for use of ENTIRE CONNECTION on TAMUS computers. Under the terms of that agreement, TAMUS must pay Software AG for each copy we use. TAMUS also agrees to provide its own technical support.

In order to use Entire Connection, each TAMUS Member must have an installation coordinator who is responsible for software installation, license tracking and support.

Purchase Information

Entire Connection is available through the TAMU CIS Software Evaluation and Loan Library (SELL) office at \$50 for each copy/user. You only need to send the number of CDs that are needed to perform the installation. The same CD can be used for multiple installations. It is available for Windows only.

To order a licensed copy of Entire Connection software, go to the following web site:

<http://cis.tamu.edu/customer-sales/sell/entire.php>

- Click on the **Order Forms for Purchases** link on the left side of the web page.
- Click on the **Departmental Order Form** link and fill out the web form with the required information:
 - Name/department/phone/building and room
 - Type of PC and operating system
 - Type of network connection
 - Account number to be charged and signature of person with authority for that account
 - Whether you want to install it yourself or take advantage of CIS installation services.

NOTE: The installation can be very tricky, so the added installation service fee of \$50 (for College Station users only) is usually worth it.

- Print the form and mail it with blank CD(s) to:

Texas A&M University
Software Evaluation and Licensing Library, Room 1105
Mail Stop 3363
College Station, TX 77843-3363

Phone: (979) 862-4104
E-Mail: sell@tamu.edu

The form can also be delivered to Room 1105 of the Computing Services Center, sent to Mail Stop 3363, or faxed to (979) 845-2074.

Notification of Copyright

ENTIRE CONNECTION ("Software") is a proprietary product of Software AG and is protected by copyright laws and international treaty. You must treat the Software like any other copyrighted material, except that you may either make one copy of the Software either for backup or archival purposes, or you may place the Software on a single hard disk provided that you keep the original Software solely for backup or archival purposes. Copyright laws prohibit making additional copies of the Software for any other reason.

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Documentation Information

Full online documentation is available with the software:

http://www.softwareag.com/corporate/products/natural_2010/default.asp

Hardware/Software Requirements (cont'd)

The following information is taken from Version 4.4.1 of ENTIRE CONNECTION.

Hardware Requirements

PC Type: Any PC capable of running Microsoft Windows.
Disk Space: Approximately 20 MB of free disk space. During installation, additional 40 MB are required in the Temp directory.

Supported Communication Methods

At least one of the following PC-to-host communications boards or modes:

- TN3270(E)
- Telnet VTxxx
- BS2000
- BS2000 TCP/IP
- HLLAPI
- Serial, SAG-NPA
- Serial, VTxxx
- Microsoft SNA Server
- VT100 Protocol Converter
- BS2000 hardware

Support and Installation Assistance

Technical Support and Installation

For [technical support](#) or help with [installation settings](#), please contact:

Software Evaluation and Licensing Library (SELL)
(979) 862-4104
E-Mail: sell@tamu.edu

You should refer to the full documentation to complete installation tasks.

Using Entire Connection with FAMIS

If you need help [using ENTIRE CONNECTION with FAMIS](#), call:

FAMIS Hotline
(979) 458-6464

Section V

Appendix

Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys

When a key is listed as **PFn**, PF represents Program Function. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

RESET Key

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ()" or ⌂ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

Protected Area

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

Action Line/Context

The **Action Line** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.

The **<ENTER>** key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER>**, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

F0002 Record has been successfully added		03/03/94 14:56
002 GL 6 Digit		FY 1994 CC AA
Screen: ____	Account: 032365 ____	NAVSO, INC.
Account Title: NAVSO, INC. _____		

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.



Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the PF2 key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

For example, place the cursor in the Year-end Process: field and press PF2. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

Screen 002 - GL 6 Digit

002 GL 6 Digit		06/30/99 10:09	
		FY 1999 CC AM	
Screen: ____	Account: 014000 ____	MEDICINE	
Account Title: MEDICINE			
Resp Person: ____		Old Acct: 0284	
Year-end Process: F	Reclassify: _	Reporting Group: _	Aux Code: _
AFR Fund Group: 10	Fund Group: FG	Sub Fund Group:	Sub-Sub: _

Flag to indicate what action to take with balance at year end.
--

From the definition screen, press <ENTER> to view the valid values for the field.

*** D I C T I O N A R Y - H E L P ***	
VALUES	MEANING
-----	-----
F	Fiscal Year
P	Project Year
E	Encumbrance Only (SL's only)
T	Transfer BBA (SL's Only)
D	BBA to Different account (SL)
Rule : IAFRS-FG-FS-YY-END-PROC Default value is:	
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER	
Field: FG-FS-YY-END-PROC	
PF1=Menu PF4=Exit	

Question Mark or Asterisk (? or *) Help

FAMIS also provides information about selected fields through the Question Mark or Asterisk (? or *) Help facility. This HELP information may be accessed by typing a question mark (?) or an asterisk (*) in the field in question and pressing the <ENTER> key.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                02/16/04 10:12
                                                FY 2004 CC 02

Screen:  ___ Account: 010100  ___           ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION
Resp Person: 4uuuuuuuu0  MASON, MOLLY M      Old Acct: NA
Year-end Process: F  Reclassify:  _  Reporting Group:  _  Aux Code:  _
AFR Fund Group: ?  Fund Group: FG  Sub Fund Group:  _  Sub-Sub:  _
Function:  _
Default Bank: 03000  Override: Y           SL Mapped Count: 18
Alternate Banks: *****  Security:  _

                Dept      S-Dept Exec Div  Coll Mail Cd Stmt
Primary: REV_      UN      AD      C6000  N
Secondary: VTEA_   AA      CD      C4457  Y

Fund Source:  _
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION

Account Letter: Y  Setup Date: 08/26/1991

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp      Next
  
```

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value and pressing <ENTER> that value is passed to the main screen. This is called the **Passback** feature.

Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```

+-----+
+ ** More Codes - Press <ENTER> to View ** +
+-----+
Search Criteria:  AFR Fund Group:  _
+-----+
AFR      Sub
Fund Fund Fund  Description
  01      FG      CLEARING ACCOUNTS
X 10      FG      FUNCTIONAL AND GENERAL
  20      DS      DF      DESIGNATED/FUNCTIONAL & GENERAL
  21      DS      DS      DESIGNATED/SERVICE DEPARTMENTS
  22      DS      ST      DESIGNATED/SERV DEPT-MATERIAL & SUP
  23      DS      SM      DESIGNATED/SERV DEPT-COMM & UTIL
  24      DS      SU      DESIGNATED/SERV DEPT-REPAIRS & MAIN
  25      DS      SR      DESIGNATED/SERV DEPT-RENTALS & LEAS
  26      DS      SL      DESIGNATED/SERV DEPT-PRINTING & REP
  27      DS      SP      DESIGNATED/SERV DEPT-CLAIMS & LOSSE
  28      DS      SC      DESIGNATED/SERV DEPT-OTHER OPER EXP
  29      DS      SO      DESIGNATED/SERV DEPT-OTHER OPER EXP
                        -- IASYS-AFR-FUND-GROUP --
Select an AFR Fund Group or Press <PF4> to Quit
+-----+
  
```

Standard PF Keys

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

Bkwd	Backwards Advances <u>backward</u> to the previous screen or scrolls one page back for an item.
Frwd	Forward Advances <u>forward</u> to the next screen or scrolls one page forward for an item.
Left	Scroll Left Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the <u>left</u> .
More Desc	More Description Displays complete <u>description</u> text for a document or an item.

+-----+-----+ R R400007 **Document Item Inquiry ** Item: 1.0 Line Descriptions ----- 1 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK 2 DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING Press <PF4> to Exit +-----+-----+	
---	--

Glossary

A

Account

A functional unit, identified by an account ID, which serves a particular accounting purpose where one person has primary responsibility for it. Accounts may include balance sheets (GL accounts) and revenue/expenditure accounts (SL accounts).

Account Control

The last four digits in the account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

AUTOEXEC.BAT

The batch file containing commands loaded during the start up of the computer. This file contains normal DOS commands and may be used for additional system configuration, such as setting paths and variables.

D

DOS

A single-user operating system designed by Microsoft Corp.

Download

To transfer data from one computer to another. The term download refers to transfer from a larger host system (usually a mainframe) to a smaller client system (usually a microcomputer).

E

Encumbrance

An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Ethernet

A local area network transmission technology.

F

FAMIS

Financial Accounting Management Information System. FAMIS is an accounting system that responds to financial regulations applicable to educational institutions.

File

A storage area established within a computer system or data base for the purpose of organizing similar kinds of data.

Function Key

Allows access to extended account and/or document information in FAMIS. Also called PF Keys.

G

General Ledger (GL)

A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

H

Hardware

The physical components of a computer.

HLLAPI

High Level Language Application Programming Interface.

Appendix – Glossary (cont'd)

Host

A computer to which one connects using a terminal emulator (such as ENTIRE CONNECTION).

M

Menu

A screen containing a list of available processes, screens or other menus.

N

NATURAL

The programming language used to write FAMIS.

.NCF File

Contains information about ENTIRE CONNECTION download procedures including: the name of the file the information was downloaded into, the date and time of the download, and the status of the download.

NET3270

A 3270 terminal emulation software package necessary to provide security to regular Ethernet users wanting to use ENTIRE CONNECTION.

O

Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

Open Commitment

See Encumbrance.

S

Software

Computer programs, as opposed to the computers on which they run (i.e. the "hardware").

Subcode

Four digits appended to the account ID to identify attributes and dollar records within an account.

Subsidiary Ledger

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

T

TCP/IP

Transmission Control Protocol over Internet Protocol.

Terminal Emulator

A program that allows a computer to act like a particular type of terminal (i.e. a 3270 terminal). The computer then appears as a terminal of the host computer and accepts the same escape sequences/commands as functions.

U

Update Screen

A screen that allows a user to enter data for updating the files.

K:\FA\DOC\WRKNPRCS\Entire-C\EntireConcurrNF.docx
Last Revised: 2/11/2011 3:00 PM